\_\_\_ *(date)*

Tara Smith, Director

Department of Enterprise Services

PO Box 41401

Olympia, WA 98504-1401

RE: Emergency Public Works Contract Request

\_\_\_\_\_ *(project name)*

Dear Ms. Smith,

We are requesting a Declaration of an Emergency for \_\_\_\_\_\_\_\_\_\_\_. This emergency meets the criteria identified in RCW 39.04.280, which is defined as an unforeseen circumstance beyond the control of the agency which is either a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

(*Please write a short description of the emergency, how the emergency meets the criteria in RCW 39.04.280, and what the repairs are needed to mitigate the situation.)*

We are requesting approval for an Emergency Public Works Contract for immediate repairs to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The estimated cost of the repair is $\_\_\_.

If you have any questions, please contact \_\_\_\_\_\_\_\_, at \_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(your Agency Director’s signature block)*

William J. Frare, P.E., Assistant Director Date Recommend

Facility Professional Services

Annette Meyer, Deputy Director Date Recommend

Department of Enterprise Services

Tara Smith, Director Date Approved

Department of Enterprise Services